

## 1450 JJS CASE RECORDS

Chapter: **Juvenile Justice Field Services**

Section: **Recordkeeping**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive: **16-37**

Effective Date: **October 2016**

Scheduled Review Date:

Approved:

A handwritten signature in black ink, reading "Lorraine Bartlett".

Lorraine Bartlett, DCYF Director

Related Statute(s): **RSA [170-G:16](#) and RSA [170-G:8-a](#)**

Related Admin Rule(s):

Related Federal Regulation(s): **[Titles IV-B and IV-E of the Social Security Act](#)**

Related Form(s): **[FORM 1450](#)**

Bridges' Screen(s) and Attachment(s):

The orderly recording, management, and maintenance of Juvenile Justice Services' case records is essential for several reasons. First, it documents the challenges and accomplishments of the client, family, service providers, JPPO and other stakeholders. Second, it helps to ensure the confidentiality of client records. Third, it facilitates Division planning, implementation, and evaluation of programs.

### Purpose

This policy standardizes the requirements for the creation, content, organization, retention and archiving of delinquent and children in need of services (CHINS) case records.

### Definitions

**"Bridges"** means the automated case management, information, tracking, and reimbursement system used by DCYF.

**"Case File"** means a hardcopy unified, comprehensive collection of information concerning a child or youth who is involved with Juvenile Justice Services.

**"DCYF"** or the **"Division"** means the Department of Health and Human Services' Division for Children, Youth and Families.

**"JJS"** means the Bureau of Field Services' Juvenile Justice Services within DCYF.

### Policy

- I. JJS utilizes Bridges, and case files in District Offices as part of its case record system.
- II. All JJS case records are subject to the following provisions:
  - A. Confidentiality:
    1. The information and documentation contained in case records shall be safeguarded.
    2. Access to case records shall be governed by RSA [170-G:8-a](#).
  - B. Case records must accurately record significant decisions and events regarding the youth/family's challenges, progress and any other case management activities.

- C. All case files will be organized in an orderly manner and logical sequence to enhance efficiency.
  - 1. All case-related correspondence, forms, logs, notes, reports and other paper documents regarding each case must be maintained in a state-issued case file folder.
  - 2. The folder and its contents will be set up according to Form 1450 Juvenile Justice Services Case File Table of Contents Checklist.
- D. Closed case files must be retained in the District Office as directed by the NH Secretary of State, Division of Archives and Records Management:
  - 1. Voluntary or non-placement CHINS case files shall be retained in the District Office closed case repository for two (2) years following the child's 18<sup>th</sup> birthday or case closure, whichever occurs last;
  - 2. CHINS placement case files shall be retained in the District Office closed case repository for one (1) year after case closure; and
  - 3. Delinquency case files (placement, non-placement, and combined with CHINS) shall be retained in the District Office closed case repository for two (2) years after case closure.

III. Archiving Closed Case Files:

- A. Case files shall be boxed, labeled, and submitted for secure storage to the NH Secretary of State, Division of Archives and Records Management, upon reaching the end of retention timeframes described in II-D above.

**Practice Guidance**

**Is there any guidance from the NH Secretary of State, Division of Archives and Records Management on archiving of case files?**

- The NH Secretary of State, Division of Archives and Records Management has information for State Agencies available at the following website <http://sos.nh.gov/Agencies.aspx> as well as a procedural manual available at <http://sos.nh.gov/WorkArea/DownloadAsset.aspx?id=47314>